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ACQUISITION LIST OF TRAINING MATERIALS

LEARNING MEDIA INSTITUTE

DEPARTMENT
OF MENTAL HEALTH

JOHN F. BRIGGS, Acting Director



RICHARD B. OGILVIE, Governor

LEARNING MEDIA INSTITUTE

TRAINING MATERIALS

ACQUISITION LIST



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FOREWORD

This is an acquisition list of commercially produced training materials that are currently available at the Learning Media Institute. It was compiled and annotated by Mrs. Naomi Ready, Chief, Learning Materials Unit, Learning Media Institute. All of the materials listed here are available for perusal and evaluation by any facility of the Department of Mental Health.

It should be kept in mind that most of these materials were developed for, and have been used in, business and industry. It is felt, however, that many of them can be extremely useful if modified and adapted to the particular training needs of the individual facilities of the Department. Their application to the needs of a particular facility can best be made by the facility's training personnel.

It should be understood that this listing in no way implies an endorsement or recommendation of these materials by the Learning Media Institute or the Department of Mental Health. And it should also be noted that these materials may not necessarily be compatible with the rules, regulations, or the policies of the Department in general.

The Learning Media Institute is at this time exploring ways of consolidating other reference resources throughout the Department of Mental Health so that only one list will be necessary to determine the availability of materials within the entire Department for the purposes of training.

Lyman L. Samo, Coordinator
Learning Media Institute
Department of Mental Health

The Training Materials in this acquisition list are presently available and may be borrowed by contacting the Learning Media Institute.

Learning Media Institute
2310 East Mound Road
Decatur, Illinois 62526

Telephone: (217) 877-3410 Ext. 414
Centrex: 3799 Ext. 414 or
7798 Ext. 414

Naomi Ready, Chief
Learning Materials Unit
Learning Media Institute

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MANAGEMENT AND SUPERVISORY DEVELOPMENT

A New Look At Management Training by Cheek, Neil Jr.; and Leopold Gruenfeld

Source: New York State School of Industrial and Labor Relations (c) 1965

Reprint

A report on the "latent potential" in management personnel as brought out through informal 'executive retreats' at which human relations training is stressed.

Action Guide To Motivating People — Dynamic Management Series

Source: Bureau Of Business Practice (c) 1968

Paperback

A handbook covering the newest proven methods and tested techniques to use in stepping up the overall job performance of employees. Self-check list is included.

An Introduction To Basic Supervision Of People by Burby, Raymond J.

Source: Addison-Wesley Publishing Company (c) 1966

Paperback

This programmed text for first-line supervisors exposes the basic principles of supervision, introduces the skills essential to all supervisors, and provides guidelines for improving supervisory talent.

An Old Tool Holds New Promise For Management by Brown, David S.

Source: Leadership Resources, Inc. (c) 1965

Reprint

Some views on why training as a function has still to achieve its true potential, citing some misconceptions in the training field, and tips on how training may be better utilized.

Beyond Management By Objectives by Batten, J. D.

Source: American Management Association (c) 1966

Book

A seven-phase program is offered in the procedures for motivating people to the accomplishment of company goals.

Critical Path Networks by Martino, R. L.

Source: Management Development Institute (c) 1967

Book

Critical Path Networks (Continued)

A study of "network analysis" in a modern management system to meet the need of immediate answers when problems occur in project control. It offers a foundation for achieving benefits on projects from the most complex to the commonplace.

Developing A Tough-Minded Climate . . . For Results by Batten, J. D.

Source: American Management Association (c) 1965

Book

A book for leaders and potential leaders in which is offered not fanciful theories but tough-minded principles in candid, no-nonsense language on how a mediocre company can be energized to greater accomplishment.

Dynamic Management Communications by Breth, Robert D.

Source: Addison-Wesley Publishing Company (c) 1969

Paperback

Structured to a total communications concept rather than a piecemeal approach to individual problems, this book is designed to place problem-solving at the management level on a scientific basis of cause and effect, reason and logic, to help build the capacity of a person in management to become a more effective communicator.

Essays On Human Aspects Of Administration by Burling, Temple

Source: New York State School of Industrial and Labor Relations (c) 1960

Reprint

Providing psychiatric insights into industrial conditions, the author discusses such matters as hospital organization, the significance of the individual at the workplace, and "problem people."

For Executives Only

Source: The Dartnell Corporation (c) 1967

Book

Over 40 top-flight executives contributed to this anthology of the arts and skills of business administration from the know-how gained by their years of experience in the driver's seat of some of America's biggest corporations.

Handling Complaints and Grievances by Staley, John D.

Source: American Management Association (c) 1966

Instructor's Guide

Related Materials:

Record 33 1/3 rpm

Citing complaints as the "distant early warning" of employee relations programs, the author stresses the importance of recognizing gripes as possibly being symptomatic of something serious, even when the gripes themselves seem inconsequential. The supervisor's role in this communications process is stressed.

Handling Conflict In Management: I by Rausch, Erwin; and Wallace Wohlking

Source: American Management Association (c) 1969

Paperback

Related Materials:

Administrator's Guide

A series of three pamphlets for managers and managerial trainees explaining didactic games or learning devices in which several participants compete as a group against other groups as well as against each other. The objective of each participant being to achieve a better performance than the others in resolving potential conflict situations. The administrator's role in these training sessions is clearly defined.

Handling Conflict In Management: II by Rausch, Erwin; and Wallace Wohlking

Source: American Management Association (c) 1969

Paperback

Related Materials:

Administrator's Guide

Handling Conflict In Management: III by Rausch, Erwin; and Wallace Wohlking

Source: American Management Association (c) 1969

Paperback

Related Materials:

Administrator's Guide

How To Be A Good Executive by Frederick, J. George

Source: International Correspondence Schools (e) 1965

Paperback

A framework of prerequisites for the successful executive, covering mental and physical fitnesses, power drive, development, leadership and a code of executive responsibility.

How To Be Popular Though Boss by Mayfield, Harold

Source: American Management Association (c) 1963

Reprint

A view that positive leadership is not found in the slack, easy-going boss, that he "may be fun on a picnic but a pain in the neck to work for." A simple, pointed report on the importance of maintaining discipline in achieving results.

How To Improve Your Supervisory Training Skills by Alter, M.; and John W.

Blyth, Ph.D.

Source: Argyle Publishing Corporation (c) 1967

Instructor's Guidebook

Related Materials:

Programmed With Binder

Human Understanding In Industry - A Guide For Supervisors by Menninger,

William C., M.D.; and Harry Levinson, Ph.D.

Source: Science Research Associates (c) 1956

Book

Related Materials:

Leader's Guide

A handbook for managers, supervisors, foremen, etc., designed for use in human relations and supervisory training programs, but can also be used as individual reading material. Written in plain, easy-to-understand language. A leader's guide is included.

Implications Of The Behavioral Sciences For Management by Lippitt, Gordon,

Ph.D.

Source: Leadership Resources, Inc.

Reprint

A report on research related to the human systems and processes of managing, along with a discussion of the implications of these findings.

Inservice Training, Annotated Bibliography On - For Allied Professionals and Non-Professionals In Community Mental Health

Source: U. S. Department of Health, Education, and Welfare (c) 1969

Booklet

Inservice Training, Annotated Bibliography On - For Allied Professionals and Non-Professionals In Community Mental Health (Continued)

Bibliography pertains to inservice training of physicians, nurses, school psychologists, teachers, special educators, and many non-professional workers. Indexed by types of personnel and by specific training concepts.

Inservice Training, Annotated Bibliography On - For Key Professionals In Community Mental Health

Source: U. S. Department of Health, Education, and Welfare (c) 1969
Booklet

This bibliography pertains to inservice training of psychiatrists, clinical psychologists, psychiatric social workers, and psychiatric nurses. Indexed by types of personnel and by specific training concepts.

Looking Into Leadership - Executive Library by Schmidt, Warren H.

Source: Leadership Resources, Inc. (c) 1966
Book

Set of 14 monographs put into an executive binder designed for the executive. The 14 monographs covered are: Styles Of Leadership - Authority and Responsibility - Group Effectiveness - Self-Development - Planning For Change - Decision Making - Personal Communication - Individual Motivation - Creativity - The Consultative Process - Staff-Line Relations - Appraisal Of Personnel - The Learning Climate - Ethics.

Looking Into Nursing Leadership - Executive Library by Schmidt, Warren H.

Source: Leadership Resources, Inc. (c) 1966
Book

Set of 14 monographs put into a spiral binder designed specifically for nurses. The 14 monographs covered are: Her Leadership Responsibility - Group Effectiveness - Personal Communication - Decision Making - Individual Motivation - Planning For Change - Appraisal Of Personnel - Authority and Responsibility - Creativity - The Consultative Process - Self-Development - Staff-Line Relations - Ethics - The Learning Climate.

Manage Or Be Managed by Fuller, Don

Source: Industrial Education Institute (c) 1963

Book

An all new, fresh approach to managerial development in an easy-to-understand-and-follow handbook of management techniques.

Management Development Effect On Changes In Values by Gruenfeld, Leopold

Source: New York State School of Industrial and Labor Relations (c) 1966

Reprint

The purpose of this study was to evaluate the effect of a management development program on the participants' changes in values.

Management Minded Supervision by Boyd, Bradford B.

Source: McGraw Hill Book Company (c) 1968

Book

This book is written for the foreman or supervisor, but would be very helpful to a training director, and outlines the need for management-minded supervisors who are not merely "members of management." Self-study discussion questions follow practical illustrations of everyday problems faced by supervisors.

Managerial Economics - Part I by Guinta, A. John

Source: International Correspondence Schools (c) 1966

Paperback

Part I of a two-part series on profit and risk, profit maximization, market conditions, production analysis and other factors in economics in today's business.

Managing Change: A Test Of The Administration by Williams, Lawrence

Source: New York State School of Industrial and Labor Relations (c) 1968

Reprint

An analysis of the problems and processes of initiating changes such as the introduction of computers or elaborate systems, as regards the human side of the change and the reaction to such changes.

Managing With People by Burby, Raymond J.

Source: Addison-Wesley Publishing Company (c) 1966

Paperback

A relatively simple discussion of the reasons people behave as they do on the job, and suggested ways of handling on-the-job people problems. A pre-test and post-test for the reader is included.

Personality Needs and Expected Benefits From A Management Development Program

by Gruenfeld, Leopold

Source: New York State School of Industrial and Labor Relations

Reprint

Many personality variables are offered in this study of the results that may be anticipated from a management development program.

Prime IV Manual - Methods Improvement

Source: American Management Association (c) 1964

Book

Related Materials:

Programmed With Binder

A programmed instruction course offering many advantages in supervisory training. Fourth of a series. This course, on methods improvement, may be taken by an individual on his own time, or utilized in training sessions. A step-by-step text offers pre- and post-tests based on practical examples in methods improvement.

Prime VI Manual - Discipline On The Job

Source: American Management Association (c) 1965

Book

Related Materials:

Programmed With Binder

Sixth in a series on the basic skills of supervisory management, this particular programmed course concentrates on that form of discipline which will result in a productive employee. Illustrations, exercises and test materials cover several different kinds of situations which might require disciplinary action.

Prime VIII Manual - On-The-Job Training

Source: American Management Association (e) 1965

Book

Related Materials:

Programmed With Binder

Eighth in a series on the basic skills of supervisory management, this programmed course concentrates upon specific procedures and guidelines for training that the supervisor will find most useful in developing on-the-job training knowledge.

Prime IX Manual - How To Plan And Organize Work

Source: American Management Association (e) 1968

Book

Related Materials:

Programmed With Binder

Ninth in a series on the basic skills of supervisory management, this programmed course covers the basic steps in work planning, including setting realistic and specific objectives and a detailed breakdown of the steps necessary for achievement, planning techniques, and how the total job concept can be applied to employee development.

Problems In Supervision by Jaffe, Cabot

Source: Addison-Wesley Publishing Company (e) 1968

Paperback

This book presents a simulation exercise as a means of examining the multiple roles of the supervisor, providing a bridge between lecture and application in the area of supervisory behavior.

Psychology Of Managing People by Sargeant, Mary S.

Source: Motivations Incorporated (e) 1967

Paperback

Because any discussion on how to manage people rests on an understanding of theories and research of human behavior, covering volumes, this book reviews a basic discussion of the personality as applied to man in his working situation.

Report Writing For Management by Gallagher, William J.

Source: Addison-Wesley Publishing Company (c) 1969
Book

A lively, entertaining discussion of report writing, breaking down the process into a series of inter-related tasks performed in fixed sequence. It stresses the systematic approach as a means of insuring the greatest exactness of time and effort invested. Many examples from actual drafts and published reports are utilized.

Resources Management by Martino, R. L.

Source: Management Development Institute (c) 1967
Book

Suggestions are offered to resource allocation problems, presenting methods for utilizing available resources efficiently and effectively. The theories offered are applicable to varied situations.

Safety Training For The Supervisor by Gardner, James E.

Source: Addison-Wesley Publishing Company (c) 1969
Paperback

A guidebook designed to train supervisors in analysis and correction of causes of unsafe acts, and employee correction in safety, through a series of realistic case studies.

Setting Your Leadership Goals by Johnson, Robert G.; and John Blyth, Ph.D.

Source: Argyle Publishing Corporation

Paperback

Related Materials:

Programmed With Binder

A concise programmed study covering the basic aims in leadership with the learner setting his own pace during study of the text.

Sharper Skills For Administrators and Managers by Heyel, Carl

Source: Motivations Incorporated (c) 1969

Book

A review of administrative responsibilities in self-

Sharper Skills For Administrators and Managers (Continued)

evaluation form, covering "people problems," departmental efficiency, recruiting and developing people, meetings and conferences, office mechanization and automation, personal efficiency and related items.

A self-test is included.

Supervising R & D Personnel by Evans, C. George

Source: American Management Association (c) 1969

Paperback

The text is aimed at the first-level authority of the Research and Development laboratory scientist's immediate supervisor, and deals with the day-to-day, face-to-face situations between R&D supervisors and staff personnel.

Targets For Inservice Training

Source: Joint Commission on Correctional Manpower and Training (c) 1967

Pamphlet

A report on the findings of a seminar on inservice training conducted by the Joint Commission on Correctional Manpower and Training, Washington, D.C., May, 1967.

Tough-Minded Management by Batten, J. D.

Source: American Management Association (c) 1969

Book

A word portrait of the tough-minded executive serving as a model for the man who would cast himself in the same mold. He is represented not as a tyrant or colorless conformist, but a man who imposes the highest standards of performance on himself and demands them in his subordinates. A 'how-to' presentation at the executive level.

The Ultimate Managerial Challenge - Creative Change by Brown, David S.

Source: Leadership Resources, Inc. (c) 1963

Reprint

The Ultimate Managerial Challenge - Creative Change (Continued)

One publication of a Reprint Series published by
Leadership Resources.

Understanding The Management Function by Brown, David S.

Source: Leadership Resources, Inc. (c) 1966

Pamphlet

Discusses the manager's job in functional terms -
what management is and what it does . . . defines
the twelve major activities of those responsible for
the work of others . . . provides a behavior orien-
tation to managing.

Universals In Management Planning and Controlling by Juran, J. M.

Source: American Management Association (c) 1954

Reprint

The "universals" set forth and discussed in this paper
appear to be applicable to any problem in manage-
ment planning and controlling, irrespective of the
particular product, process or function involved.

GENERAL TRAINING

A Field In Search Of A Focus by Whyte, William Fotte

Source: New York State School of Industrial and Labor Relations (e) 1965
Reprint

A pamphlet on the findings of behavioral scientists
in the study of work organization.

A Regional Staff Development Program by McNickle, Rona K.; Jerome Levy;
and Robert Hunter

Source: Leadership Resources, Inc. (e) 1965
Paperback

A comprehensive report of the Staff Development
Program administered by the Western Interstate
Commission for Higher Education (January 1961 -
September 1965) and funded by the National
Institute of Mental Health. It was designed to
find and test new approaches to the problem of
shortage of trained personnel to care for the
mentally ill and the retarded. Conclusions of
the program are included in the text.

Applied Behavioral Science

Source: National Institute for Applied Behavioral Science (c) 1969
Booklet

The January - February - March Journal (Vol. 5, No. 1)
of the NTL Institute for Applied Behavioral Science.
A periodical.

Attendent Training In Southern Residential Facilities For The Mentally Retarded
by Bensberg, Gerald, Ph.D.; and Charles Barnett, Ph.D.

Source: Southern Regional Education Board (e) 1966
Paperback

A report on the findings of the Attendent Train-
ing Project, which involved staffs of institutions in
15 states. The 5-year project is summarized with
data on countless areas of attendant function and
responsibility, supplemented by articles by profes-
sional and non-professional contributors.

Attitudes Of Training Directors Toward The Application Of Research To Training
Programs by Lippitt, Gordon, Ph.D.; Shirley McCune; and Larry Church

Attitudes Of Training Directors Toward The Application Of Research To Training Programs (Continued)

Source: Leadership Resources, Inc. (e) 1964

Reprint

A report on 75 completed questionnaires returned by members of the Washington American Society for Training Directors (1962-63) for research compilation on training evaluation and the establishment of guidelines for development of future programs. The report is not adjusted typical because of the test location.

Bergen Evans Vocabulary Program

Source: Communacad - The Communications Academy

Kit

Related Materials:

Cassettes Volume I to V
Recording Scripts - Word Lists
Study Guide
Two (2) Filmstrips
Sight/Sound System

A multi-media course of vocabulary instruction for use in grades 9 to 12 provides excellent understanding, high retention, correct pronunciation and proper use of required new words in speech and writing.

Changes In Productivity and The Skill Mix by Raimon, Robert

Source: New York State School of Industrial and Labor Relations (e) 1965

Reprint

A report on labor market developments of postwar years in a rising proportion of skilled and technical workers and a declining fraction of unskilled workers and small-scale farmers in total employment with the introduction of automation.

Communicating Both Ways Basset, Glenn A.

Source: American Management Association (e) 1967

Instructor's Guide

Related Materials:

Record 33 1/3 rpm

An explanation of the art of interpersonal negotiation, covering, as key skills in negotiating: learning to live

Communicating Both Ways (Continued)

without the usual formality or structure of interpersonal relationship, cutting the social distance to a minimum, listening skillfully, and establishing a common area of interest.

Communicating Within The Organization by This, Leslie

Source: Leadership Resources, Inc. (c) 1966

Reprint

Explains how communications involves both individuals and groups . . . discusses the four major patterns of organizational communications . . . defines blocks to effective communication, and suggests how they can be understood and often avoided.

Developing Attitudes Toward Learning by Mager, Robert, Ph.D.

Source: Fearon Publishers (c) 1968

Book

Shows teachers how to recognize student behaviors that can be used as evidence of favorable (or unfavorable) attitude toward the subjects they are teaching. It describes three principles teachers can apply to help their students have a more favorable attitude towards their subjects.

Education and Training For Effective Manpower Utilization by Mesics, Emil A.

Source: New York State School of Industrial and Labor Relations (c) 1969

Paperback

An annotated bibliography on education and training in work organizations.

Effective Training

Source: International Correspondence Schools (c) 1968

Book

Emerging Roles Of The Training Director by Nadler, Leonard; and Gordon L.

Lippitt, Ph.D.

Emerging Roles Of The Training Director (Continued)

Source: Leadership Resources, Inc. (c) 1967

Reprint

One publication of a Reprint Series published by
Leadership Resources.

Employee Training In Small Business Organizations by Wasmuth, William J.; and
William A. Button

Source: New York State School of Industrial and Labor Relations (c) 1964

Paperback

A review of the significant profit potentialities often
to be gained in small businesses through application
of planned training programs. These potentials can
be easily super-imposed on a Mental Health facility
by substituting patient gain in for "profit."

Guidelines For Managerial Use Of Groups by Lippitt, Gordon, Ph.D.

Source: Leadership Resources, Inc. (c) 1965

Reprint

One publication of a Reprint Series published by
Leadership Resources.

How To Train Hospital Employees by Soltesz, S.E.; and John W. Blyth, Ph.D.

Source: Argyle Publishing Corporation (c) 1967

Paperback

Related Materials:

Leaders Guide

A self-instructional programmed course for train-
ing hospital employees to prepare for training,
identify training needs, apply training principles
and maintain good performance.

Human Development Institute Kit - Second Edition

Source: Human Development Institute, Inc. (c) 1968

Paperback

Related Materials:

Sessions 1 Thru 6

A six-part program designed to be used by a management
team. Its purpose is two-fold: to teach some material
concerning interpersonal relations, and to provide an
opportunity for actually experiencing a new kind of

Human Development Institute Kit - Second Edition (Continued)

interaction with others, rather than just talking about it. Program provides step-by-step instruction for discussions, role-playing exercises, and other special exercises for two people and for meetings of a larger group.

Improving Your Written Communications by Parry, Scott B.

Source: Argyle Publishing Corporation (c) 1963

Paperback

Related Materials:

Programmed With Binder

A programmed instruction course on how to write with clarity, completeness, conciseness, character and courtesy, and how to write letters that get action.

Individuality and Teamwork by Lippitt, Gordon, Ph.D.

Source: Leadership Resources, Inc. (c) 1957

Reprint

A paper on how to maximize the contribution of the individual for productive accomplishment of both individual and organizational needs.

Is Training A Profession? by Lippitt, Gordon, Ph.D.; and Leslie This

Source: Leadership Resources, Inc. (c) 1960

Reprint

One publication of a Reprint Series published by Leadership Resources.

Leaders For Laboratory Training by Lippitt, Gordon, Ph.D.; and Leslie This

Source: Leadership Resources, Inc. (c) 1967

Reprint

One publication of a Reprint Series published by Leadership Resources.

Leadership and Group Participation by Whyte, William Fotte

Source: New York State School of Industrial and Labor Relations (c) 1968

Reprint

A study of such topics as democratic leadership, group structure and goal progress, personal involvement, individual initiative, and the handling of interpersonal conflicts.

Management Development: A Case History

Source: American Society for Training and Development (c) 1968

Paperback

A report on the first four years of formal management development experienced in the 10 mills of International Paper's Southern Kraft Division, 1963-67.

Management Development In The Federal Government by Sprecher, Drexel; and Gordon Lippitt, Ph.D.

Source: Leadership Resources, Inc. (c) 1964

Reprint

A report on problem-centered seminars for individual government agencies.

Mental Health In Industry: Whose Responsibility? by Coffee, Donn; and Alan A. McLean

Source: New York State School of Industrial and Labor Relations (c) 1967

Reprint

A series of papers on the subject from several viewpoints, as prepared by Cornell University's School of Industrial and Labor Relations.

Moral Index For Supervisors by Lippitt, Gordon, Ph.D.; and Ralph Bedell, Ph.D.

Source: Leadership Resources, Inc. (c) 1962

Test

A training aid to help supervisors record their feelings and attitudes toward their work.

Organizational Climate and Individual Growth by Lippitt, Gordon, Ph.D.

Source: Leadership Resources, Inc. (c) 1960

Reprint

One publication of a Reprint Series published by Leadership Resources.

Planning For Achieving Goals by Hattery, Lowell H.

Source: Leadership Resources, Inc. (c) 1966

Reprint

Shows why planning is important at all organizational

Planning For Achieving Goals (Continued)

levels, and how it develops commitments toward achievement of specific objectives . . . indicates ways of undertaking planning from first-line supervisor to president.

Principles Of Selective Listening

Source: Argyle Publishing Corporation (c) 1968

Paperback

A programmed self-instruction course in selective listening principles designed to aid the student in acquiring new skills in fact-retention in conversation, speeches, etc.

Professional Preparation Of Training Directors by Nadler, Leonard, Ed.D.

Source: Leadership Resources, Inc. (c) 1966

Reprint

One publication of a Reprint Series published by Leadership Resources.

Satisfaction Guaranteed

Source: Connecticut Mutual Life Insurance Company (c) 1958

Pamphlet

A cartoon booklet based on the philosophy that if you do whatever you have to do as well as you can, a sense of personal fulfillment is created to protect you from many of life's minor disappointments.

School Shop

Source: School Shop (c) 1967

Periodical

A special issue of the periodical on "Tooling Up For Tomorrow In Industrial Education." (April, 1967)

Secretary: Jill Of All Trades by Sant Antonio, Joan

Source: Argyle Publishing Corporation (c) 1964

Paperback

Related Materials:

Programmed With Binder

Secretary: Jill Of All Trades (Continued)

A programmed self-instructional course for secretaries who want to excel, covering mail handling, dictation, transcription, secretarial housekeeping, typing, filing, telephone answering and personal appearance.

Space Is Not Enough: Planning Facilities For Media

Source: Robert J. Brady Publishing Company

Instructor's Guide

Related Materials:

Record 33 1/3 rpm

Filmstrip

An explanation of the principal design factors involved in planning facilities for the most effective use of the modern communications media (audio-visual resources).

Ten Commandments Of Good Communications

Source: American Management Association (c) 1955

Pamphlet

A sheet (suitable for framing) outlining the basic requisites of good communications, and a detailed explanation of each.

Training and Development Handbook

by Craig, Robert L.; and Lester R. Bittel

Source: McGraw Hill Book Company (c) 1967

Book

A comprehensive collection of knowledge from practitioners in the field of personnel training and development, discussing all levels of training from apprentices to top executives. A fine handbook for training directors in all types of training programs.

Training and Education For Manpower Development by Mesics, Emil A.

Source: New York State School of Industrial and Labor Relations (c) 1964

Paperback

An annotated bibliography on education and training in organizations.

Training Directors and Professional Education Institutions

by Nadler, Leonard

Source: Leadership Resources, Inc. (c) 1965

Reprint

One publication of a Reprint Series published by
Leadership Resources.

Training The Food Service Worker

by Hospital Research and Educational Trust

Source: Robert J. Brady Publishing Company (c) 1967

Book

Related Materials:

Instructor's Guide

Student Manual

Set of Transparencies

A programmed instructional on-the-job training
course for food service workers prepared by the
Hospital Research and Educational Trust of the
American Hospital Association, covering sanitation,
nutrition, housekeeping, food preparation
and planning, supplies, patient service and related
supplements.

Training The Housekeeping Aide

by Hospital Research and Educational Trust

Source: Robert J. Brady Publishing Company (c) 1967

Book

Related Materials:

Instructor's Guide

Student Manual

Set of Transparencies

New manual specially written for the housekeeping
aide. Teaches the following: Maintaining Floors -
Cleaning Carpets and Rugs - Motion Economy -
Handling Contaminated Materials - First Aid For
Stains - Care and Upkeep of Equipment - Cleaning
Patient Units.

Training The Ward Clerk

by Hospital Research and Educational Trust

Source: Robert J. Brady Company (c) 1967

Book

Related Materials:

Instructor's Guide

Student Manual

Set of Transparencies

Training The Ward Clerk (Continued)

New manual specially written for the ward clerk.
Teaches the following: Using the Telephone -
Medical Records - Order of Chart Forms - Four
Basic Rules of Charting - Formulating Medical
Terms - Transcription Symbols - Medication
Orders.

You Can't Hire A Hand by Burling, Temple

Source: New York State School of Industrial and Labor Relations (c) 1964
Paperback

A number of essays providing highly interesting
reading on "human relations" or the need for
greater insight into people themselves in our
everyday work world.

Your Attitude Is Changing by Chapman, E. N.

Source: Science Research Associates (c) 1964

Paperback

Related Materials:

Instructor's Guide

A book designed for special education classes,
tailored to the slow learner. It is written at the
sixth-grade reading level. It concentrates on mo-
tivating students to abandon indifference and to
develop self-confidence in preparation for jobs
they can perform. May also be utilized for
new workers.

Your Attitude Is Showing - Series by Chapman, E. N.

Source: Science Research Associates (c) 1964

Paperback

Related Materials:

Instructor's Guide

Filmstrip

Record 33 1/3 rpm

12 Picture Charts

An instructional course to assist the new
worker in making a smooth transition to
the world of work, particularly the young,
inexperienced worker fresh from high school
or college. It offers knowledge in human re-
lations to the individual employee for a great-
er productivity potential.

TRAINING METHODOLOGY AND TECHNIQUES

A Process Of Training by Nadler, Leonard, Ed.D.

Source: Leadership Resources, Inc. (c) 1968

Paperback

A condensation of the training process from the viewpoint of the training director.

Business Games Handbook by Graham, Robert G.; and Clifford F. Gray

Source: American Management Association (c) 1969

Book

Offers a unique method of simulation, through business games, as a shorter, less expensive way of training an employee for management. It summarizes the vast field of management training by abstracts in this proven training method.

Business, Labor, and Jobs In The Ghetto

Source: New York State School of Industrial and Labor Relations (c) 1969

Paperback

Vol. 1, No. 1 of a series entitled, "Issues in Industrial Society," a new periodical.

Delegating and Sharing Work by Brown, David S.

Source: Leadership Resources, Inc. (c) 1966

Paperback

Explains the concept and principles of delegating - one of the most difficult of managing responsibilities . . . suggests guidelines to help the manager in the assignment of work to others.

Developing Vocational Instruction by Beach, Kenneth M., Jr.; and Robert F. Mager, Ph.D.

Source: Fearon Publishers (c) 1967

Paperback

Describes each of the steps involved in the systematic development of instruction, in easy-to-follow terminology, in a wide field of vocational opportunities, written for the vocational educator. This title is misleading, however, as it is most appropriate for all types of training.

Food-Borne Disease Investigation: Analysis Of Field Data

Source: U. S. Department of Health, Education, and Welfare (c) 1964
Booklet

A self-instructional lesson on Salmonellosis, primarily for trainee sanitarians, but secondarily for Public Health nurses, physicians and related health personnel.

Goal Setting Session, The by Valentine, Raymond

Source: American Management Association (c) 1967
Instructor's Guide

Related Materials:

Record 33 1/3 rpm

A management training book, with accompanying record, presenting a format for setting up sessions for managerial personnel for better understanding of performance objectives, progress reviews, outlining of specific objectives and use of sessions to achieve performance results.

Guide To Writing Role Playing Cases by Wohlking, Wallace

Source: New York State School of Industrial and Labor Relations (c) 1966
Reprint

A paper to aid the training specialist in taking material from his own training situation and translating it into role-playing cases specifically designed for his own organization.

Learning and Programmed Instruction by Taber, Julian; Robert Glaser; and Halmuth Schaefer

Source: Addison-Wesley Publishing Company (c) 1965
Book

Presents the underlying principles of behavior related to instructional programming as an aid in constructing, evaluating and selecting programs.

Learning Of Subject Matter In Teacher-Centered and Group-Centered Classes by Schmidt, Warren H.; and Gerrard Haigh

Source: Leadership Resources, Inc. (c) 1956
Reprint

A study into whether there is any significant difference between the two types of classes in knowledge of subject matter at end of term.

Learning Theories and Training Trends by Lippitt, Gordon, Ph.D.; and Leslie This

Source: Leadership Resources, Inc. (c) 1966

Reprint

One publication of a Reprint Series published by
Leadership Resources.

Managerial Guidelines To Sensitivity Training by Lippitt, Gordon, Ph.D.; and
Leslie This

Source: Leadership Resources, Inc. (c) 1963

Reprint

Offers questions and answers for a training director
in using the laboratory method of sensitivity training.

Programmed Instruction by Ofiesh, Gabriel

Source: American Management Association (c) 1965

Book

Case histories showing how this new training technique is being used in major firms throughout the world. Discusses application of programmed instruction to many industrial training problems.

Programmed Learning: A Bibliography Of Programs and Presentation Devices Volume I and Volume II by Hendershot, Carl H.

Source: Carl Hendershot, Ed.D. (c) 1967

Book

Programs are classified by subject from art to welding, listed by publishers, contents of each presentation, and price (as of Fall of 1967). Covers broad range of programmed instruction and other self-progress study materials.

Some Correlates Of Risk Taking by Williams, Lawrence K.

Source: New York State School of Industrial and Labor Relations (c) 1965

Reprint

A brief study on distinguishing among individuals
and their propensity to take risks.

GENERAL INSTRUCTOR TECHNIQUES

Administration Series

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Four (4) Filmstrips

Four (4) Records 33 1/3 rpm

An audio-visual series for the beginning teacher or for use with pre-service teacher groups like PTA or civic clubs, giving a clearer understanding of the function of public school administrative personnel. Covers roles of Superintendent of Schools, School Principal, Instructional Supervisor, and Board of Education. Series is to-the-point and illustrated in a lively, interesting fashion.

Basic Education Graphics

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Ten (10) Filmstrips

Twelve (12) Transparencies

Seven (7) Records 33 1/3 rpm

Student's Manual

Student's Materials Kit

Demonstration Kit

An audio-visual series on the basic educational graphics, including procedures, facilities, equipment and materials, designed for large and intermediate group instruction.

Cameras In Education

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Four (4) Audiotapes

Four (4) Filmstrips

Student's Book

Set of Twelve (12) Transparencies

An audio-visual series not on photography for photographers but designed as a guide to educational applications of photography for teachers. Student manual contains virtually no technical information, emphasis is on usefulness of camera as everyday training tool, with recommendation that a simple view finder, cartridge load camera be utilized.

Conventional Media Series

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Filmstrip

Audiotape

16mm Film

Student's Manual

Set of Ten (10) Transparencies

An audio-visual series covering use of 16mm and 8mm film, 35mm filmstrips, and the matter of setting objectives.

Creativity At Work by Simberg, A. L.

Source: Industrial Education Institute (c) 1964

Book

A blueprint on how to operate a career or a company for maximum creativity. A practical working guidebook on applied creativity, written in "plain talk" language.

General Instructor Training Filmstrip Series

Source: Addison-Wesley Publishing Company (c) 1966

Filmstrips

Related Materials:

Titles In Series:

Instructor's Guide

Let's Look At the Learner

Basic Texts

Looking At Teaching

Written Scripts

Looking At Visual Aids

Record 33 1/3 rpm

Room For Learning

The Teacher As A Speaker

An audio-visual series covering benefits of use of visual aids in the classroom, with emphasis on good teachers, teachers as orators, and teaching through the eyes of the learner. Fine for use at teachers' or trainers' workshop.

Group Techniques For The Classroom Teacher by Caldwell, Edson

Source: Science Research Associates (c) 1960

Paperback

A guidebook presenting a variety of practical procedures that can serve as guidance techniques in classroom situations for classroom

Group Techniques For The Classroom Teacher (Continued)

teachers who recognize the need to incorporate guidance as a part of the learning process.

Instructional Graphics For Television Series

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Audiotape

Filmstrip

Student's Manual

Set of Twelve (12) Transparencies

An audio-visual series designed for use in pre-service and in-service instructional workshops and activities. It provides a working knowledge of television graphics from initial conception to final studio production.

Instructional Media and Creativity by Williams, Frank E.; and Calvin W. Taylor

Source: John Wiley and Sons, Inc. (c) 1966

Book

A report on the findings of the Sixth Utah Creativity Research Conference (La Jolla, Calif., 1964) at which 15 of the country's leading psychologists, researchers and educators met for four days to discuss how instructional media might help foster and encourage creativity in our primary and secondary schools.

Job Instruction - The Communication Of Ability by Brown, Leonard

Source: Roundtable Films (c) 1967

Booklet

A discussion review based on the Roundtable film, "Pattern For Instruction," on training procedures.

Lecture Preparation Guide

Source: Communicable Disease Center

Paperback

Related Materials:

Administrator's Guide

A self-instructional guide, it provides a useful tool for students attending formal training sessions and those who must work on their own to develop presentations.

Overhead Projection Series

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Five (5) Filmstrips

Five (5) Records 33 1/3 rpm

Set of Fifteen (15) Transparencies

Student's Manual

A five-part series introducing basic techniques of production and utilization, designed primarily to give teachers a basic understanding of some things which are suitable for overhead projection and some which are not. The series may be used for large or small group instruction, individual study or self-instruction.

Preparing Instructional Objectives by Mager, Robert F., Ph.D.

Source: Fearon Publishers (c) 1962

Paperback

A book for teachers and student teacher, or those involved in transmitting skills and knowledge to others, it makes a start toward describing how to specify objectives. A self-test is featured throughout.

Programmed Instruction Series

Source: Educational Media Laboratories (c) 1968

Instructor's Guide

Related Materials:

Student's Manual

Filmstrip

Set of Eight (8) Transparencies

An audio-visual series designed for use in in-service programs as an introduction to programmed instruction.

Successful Programming - Many Points Of View

Source: Association For Children With Learning Disabilities (c) 1968

Paperback

A compilation of selected papers on learning disabilities taken from the Fifth Annual International Conference of the Association for

Successful Programming - Many Points Of View (Continued)

Children With Learning Disabilities (Feb. 1-3,
1968, Boston, Mass.).

The Supervisor As An Instructor by Broadwell, Martin M.

Source: Addison-Wesley Publishing Company (c) 1968

Paperback

A guide for classroom training, well-illustrated,
with emphasis on the industrial student, but
adaptable to any type of instructing-learning
process.

Training Methodology Part I

Source: U. S. Department of Health, Education, and Welfare (c) 1969

Paperback

Part I of a four-part series, an annotated bib-
liography on background theory and research.

Training Methodology Part II

Source: U. S. Department of Health, Education, and Welfare (c) 1969

Paperback

Part II of a four-part series, an annotated bib-
liography on planning and administration.

Training Methodology Part III

Source: U. S. Department of Health, Education, and Welfare (c) 1969

Paperback

Part III of a four-part series, an annotated bib-
liography on instructional methods and techniques.

Training Methodology Part IV

Source: U. S. Department of Health, Education, and Welfare (c) 1969

Paperback

Part IV of a four-part series, an annotated bib-
liography on audio-visual theory, aids, and
equipment.

World Of Learning 19th Edition, The

Source: Europa Publications, Ltd. (c) 1969

Book

A directory of the world's universities, colleges, libraries, learned societies, museums, art galleries, research institutes, and international scientific, educational and cultural organizations. Listed by country, alphabetically.

TRAINING OF DISADVANTAGED AND UNSKILLED

Black Rage by Cobbs, Pricc M.; and William Grier

Source: Basic Books, Inc. (e) 1968

Book

The first book to apply the viewpoint of psychiatry to an examination of black life in America. The authors, who are black psychiatrists, demonstrate the ways in which white racism so permeates and corrodes the fabric of black life as to make "normal," healthy development virtually impossible for any black man or woman. The deep-rooted hatred which results inside of blacks, they warn, will eventually erupt in a cataclysmic outpouring unless the conditions that create it are changed.

Do Cultural Differences Affect Worker Attitudes? by Williams, Lawrence;

William White; and Charles Green

Source: New York State School of Industrial and Labor Relations (e) 1966

Reprint

A paper on the findings of a field study in Peru showing some of the ways in which culture affects worker responses to supervisors.

Employing The Hard-Core Unemployed by Johnson, Lawrence A.

Source: American Management Association (e) 1969

Paperback

A study illustrating the efforts of industry to provide new jobs for the disadvantaged in urban areas. It covers the approaches used by more than 40 companies employing the hard-core unemployed. Successes and/or failures are outlined, pitfalls identified, and other observations of the indigenous. A unique "in-group" expression dictionary is included.

Financial Assistance Programs For The Handicapped by Coehn, Wilbur J.

Source: U. S. Department of Health, Education, and Welfare (e) 1968

Paperback

Financial Assistance Programs For The Handicapped (Continued)

A guide to the U. S. Department of Health, Education, and Welfare financial assistance programs for the handicapped; program categories include basic and supportive services, research and demonstrations, construction, training, income maintenance and others. Also covers formula, project and individual grants.

Mobilizing For Urban Action

Source: American Management Association (c) 1968

Paperback

Based on discussions held at American Management Association's recent top priority conference, this book is a special report on how American business is activating its resources to help save our cities.

TRAINING EVALUATION

A Guide For Creating Tools For Program Evaluation by Soffen, Joseph, Ph.D.

Source: New York State School of Industrial and Labor Relations (c) 1968

Paperback

A report on the findings of a training institute conducted by the National Jewish Welfare Board (March 20-21, 1968, Indiana) for Jewish Center Workers.

Emerging Criteria For Organization Development by Lippitt, Gordon, Ph.D.

Source: Leadership Resources, Inc. (c) 1966

Reprint

One publication of a Reprint Series published by Leadership Resources.

How To Feed Back Training Results To Trainees by Mosel, James

Source: Leadership Resources, Inc. (c) 1958

Reprint

A paper read before the Employee Training Institute at the Annual Conference of Public Personnel Administration of the Civil Service Assembly (Oct. 9, 1956, Wash., D. C.) on the "feedback" phase of personnel training, or reports made to employees on their work results.

How To Set and Achieve Goals

Source: Bureau of Business Practice (c) 1969

Paperback

The principles and procedures of goal setting are outlined as they apply at each employee level. Individual and session applications are covered.

Performance Appraisal: Responsibility and Opportunity by Hybl, Anthony, Ph.D.;

William Haun; and Leonard Brown

Source: Roundtable Films, Inc. (c) 1967

Paperback

Explains utilization of systematic performance appraisal as basic management tool to strengthen

Performance Appraisal: Responsibility and Opportunity (Continued)

relationship between each employee and his manager.

Personal Growth Inventory by Blansfield, Michael G.; and Gordon Lippitt, Ph.D.

Source: Leadership Resources, Inc. (c) 1966

Test

Designed to develop self-understanding, and personal growth goals.

Productivity Index For Supervisors by Erickson, Richard, Ph.D.; and Gordon Lippitt, Ph.D.

Source: Leadership Resources, Inc. (c) 1962

Test

A training aid to help supervisors record their feelings and attitudes toward things effecting efficiency in the work situation.

Supervisory Characteristics and Attitudes Toward Performance Appraisals by Weissenberg, Peter; and Leopold Gruenfeld

Source: New York State School of Industrial and Labor Relations (c) 1966
Reprint

Findings of a research project involving 72 male Civil Service supervisors, outlining the variables in their individual appraisals.

Supervisory Inventory On Communication by Kirkpatrick, Donald, Dr.

Source: Donald Kirkpatrick (c) 1965

Test

Related Materials:

Manual

A temporary manual (regular manual to be printed as meaningful norms are developed) designed as a test to determine the need for communications training on the part of the supervisors.

Supervisory Inventory On Human Relations by Kirkpatrick, Donald, Dr.

Source: Donald Kirkpatrick (c) 1967

Supervisory Inventory On Human Relations (Continued)

Test

Related Materials:

Manual

A manual designed as a test to determine the need for human relations training, as a tool for conference discussions, to evaluate effectiveness of a course, provide information for on-the-job coaching and to assist in the selection of supervisors.

Teaching Effectiveness and Feedback Mechanism by Wohlking, Wallace

Source: New York State School of Industrial and Labor Relations (c) 1967

Reprint

An article demonstrating the importance of feedback to the teacher in attempting to achieve his educational objectives.

Testing Your Management I. Q. by This, Leslie; and David S. Brown

Source: Leadership Resources, Inc. (c) 1966

Test

A tool for testing personal grasp of management concepts and skills.

LIST OF SOURCES

Addison-Wesley Publishing Company
Reading, Massachusetts 01867

American Management Association
135 West 50th Street
New York, New York 10020

American Society For Training and Development
Post Office Box 5307
Madison, Wisconsin 53705

Argyle Publishing Corporation
235 Park Avenue, South
New York, New York 10003

Association for Children With Learning Disabilities
National Office
2200 Brownsville Road
Pittsburgh, Pennsylvania 15201

Basic Books, Inc.
404 Park Avenue, South
New York, New York 10016

Bureau of Business Practice
Waterford, Connecticut 06385

Carl H. Hendershot
4114 Ridgewood Drive
Bay City, Michigan 48706

Communacad
The Communications Academy
2024 Locust Street
Philadelphia, Pennsylvania

Communicable Disease Center
U. S. Public Health Service
Atlanta, Georgia 30333

Dartnell Corporation
4660 Ravenswood Avenue
Chicago, Illinois 60640

Donald L. Kirkpatrick
4380 Continental Drive
Brookfield, Wisconsin 53005

Educational Media Laboratories
4101 South Congress
Austin, Texas 78745

Europa Publications, Ltd.
18 Bedford Square
London, W. C. 1, England

Fearon Publishers
2165 Park Boulevard
Palo Alto, California 94306

Human Development Institute, Inc.
34 Old Ivy Road, N.E.
Atlanta, Georgia 30305

Industrial Education Institute
Cahners Building
221 Columbus Avenue
Boston, Massachusetts 02116

International Correspondence Schools
Scranton, Pennsylvania 18515

John Wiley and Sons, Inc.
605 Third Avenue
New York, New York 10016

Leadership Resources, Inc.
1750 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

McGraw Hill Book Company
Webster Division
Manchester Road
Manchester, Missouri 63011

Management Development Institute
130 West Lancaster Avenue
Wayne, Pennsylvania 19087

Motivations, Inc.
Post Office Box 4695
Stamford, Connecticut 06879

**New York State School of Industrial
and Labor Relations**
Cornell University
Ithaca, New York 14850

Robert J. Brady Company
130 Que Street, N.E.
Washington, D. C. 20002

Roundtable Films, Inc.
321 South Beverly Drive
Beverly Hills, California

Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Southern Regional Education Board
130 Sixth Street, N.W.
Atlanta, Georgia

U. S. Department of Health, Education, and Welfare
National Institute of Mental Health
Chevy Chase, Maryland 20203

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